



CITY OF HOUSTON

Job Posting

	CORRECTION	CORRECTION	CORRECTION
1	<div><div>Applications accepted from:</div><div>ALL PERSONS INTERESTED</div></div>		
2	<div><div>Job Classification</div><div>Contract Compliance Officer</div></div>		
3	<div><div>Posting Number</div><div>PN# 109720</div></div>		
4	<div><div>Department</div><div>Houston Airport System</div></div>		
5	<div><div>Division</div><div>Bush Intercontinental Airport</div></div>		
6	<div><div>Section</div><div>Facilities Administration</div></div>		
7	<div><div>Reporting Location</div><div>2800 North Terminal Road *</div></div>		
8	<div><div>Workdays & Hours</div><div>Varied, normally M-F *</div></div> <div>*Subject to change</div>		
9	<div><div>DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS</div><div>Performs professional administrative tasks reviewing and investigating compliance with service contracts. Conducts on-site interviews with contractors and evaluates contractor work performance to monitor compliance. Uses analytical ability to obtain and interpret data and compiles complex reports in a logical manner in order to select the correct action. Requires a thorough understanding of both theoretical and practical aspects of contract management.</div></div>		
10	<div><div>WORKING CONDITIONS</div><div>Performing these duties will involve: walking, standing, and sitting for extended periods; visually observing and differentiating details; attending to details amid distractions; speaking and writing effectively; solving arithmetic and numerical problems; operating city vehicles; be able to lift up to twenty (20) pounds; adjusting to interruptions and changes and repetitive activities; exposure to hot and cold weather conditions and airport noise; getting people to cooperate; and working as a member of a team. Must be willing and available to work all shifts, including rotation, weekends and holidays. Must be able to obtain and maintain security clearances.</div></div>		
11	<div><div>MINIMUM EDUCATIONAL REQUIREMENTS</div><div>Bachelor's degree in Business Administration, Liberal Arts, or a related field.</div></div>		
12	<div><div>MINIMUM EXPERIENCE REQUIREMENTS</div><div>None required.</div></div>		
13	<div><div>MINIMUM LICENSE REQUIREMENTS</div><div>Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).</div></div>		
14	<div><div>PREFERENCES</div><div>Preference will be given to applicants with computer experience using Microsoft Office with strong expertise in Excel. Experience in the preparation of cost analysis reports is desired.</div></div>		
15	<div><div>SELECTION/SKILLS TEST REQUIRED</div><div>Application review and/or interview.</div></div>		
16	<div><div>SAFETY IMPACT POSITION</div><div><div><input checked="" type="checkbox"/> Yes</div><div><input type="checkbox"/> No</div></div><div>If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.</div></div>		
17	<div><div>SALARY INFORMATION</div><div>Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:<div><div>Salary Range - Pay Grade 15</div><div><div>\$1,086.00 - \$1,270.00 Biweekly</div><div>\$28,236.00 - \$33,020.00 Annually</div></div></div></div></div>		
18	<div><div>OPENING DATE</div><div>APRIL 5, 2006</div></div>		
19	<div><div>CLOSING DATE</div><div>OPEN UNTIL FILLED</div></div>		
20	<div><div>APPLICATION PROCEDURES</div><div>Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. The City of Houston, Human Resources TDD phone number is 713/837-9496. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.<div>"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.</div><div>An equal opportunity employer</div></div></div>		